

Bar Student Welcome Handbook

2021/22

I am delighted to welcome you as a student member of Lincoln's Inn. The Inn plays an important role during your Bar Course year and in this booklet you will find more information on the events and activities on offer at the Inn.

Firstly, can I ask that if you no longer intend to undertake the Bar Course this year that you please email education@lincolnsinn.org.uk to let us know as soon as possible.

Despite the easing of the pandemic restrictions, this year is likely to not be a completely normal one. We are aiming to provide as many of our usual services for students as possible, although some may be online and others may not be able to take place, depending on restrictions at the time. At a minimum we will ensure that you have plenty of opportunities to undertake your qualifying sessions and that we keep you updated on things as they change throughout the year. Our plan for our non-interactive qualifying sessions is to hold them as hybrid events so that you can join either in-person or remotely. For our interactive qualifying sessions, our plan is to hold them in-person; at the Inn, near the Bar Course Providers around the country, and at the residential student weekends. This is because these sessions are delivered more effectively in-person and you will get more out of these sessions by attending in this way. However, we will keep this approach under review.

In order to give you further information about the Inn we will be holding an introductory event for new students in September. Normally this would be held in-person but given the current situation it will be held online. I strongly encourage you to attend if possible as it will provide you with important information for your Bar Course year and is an excellent opportunity to meet our team and ask any questions you may have about the Inn.

In this booklet you'll find some brief information about qualifying sessions, events and schemes for student members, Call to the Bar, support, and more. Detailed information on our provision for student members and all the Inn's services, facilities, and events can be found on our website. Also enclosed is some information about becoming a Student Representative for your Bar Course Provider, a Committee member of our Students' Association or Secretary for the Debating and Mooting Clubs. I would particularly recommend that you consider applying for these roles. Further information on these roles and the application forms can be found within this welcome pack.

As well as the events and activities provided specifically for our student members, the Inn also organises a range of social, wellbeing, professional development and networking events which are open to all members. To find information on upcoming events for members, please see the What's On section of our website. I hope that you find the Inn's events and activities useful and enjoyable. One of the main benefits is the opportunities you will have to meet practising members of the Bar and judiciary. All those who give up their time to help with our student programme do so because they want to help the next generation of barristers so please do take the chance to talk to them and ask their advice. Finally, the Membership & Education Department is here to help and support our members so if you have any concerns or questions please do get in touch with us.

I look forward to meeting you in the future.

Faye Appleton,
Director of Membership & Education

Things you need to do



Undergraduate Degree Classification Confirmation Form

To enable us to keep our records up-to-date, particularly as you may have been admitted prior to completing your degree, please complete and return the [Undergraduate Degree Classification Confirmation Form](#) by 31 December 2021.

Update your Contact Details

The Inn produces a regular email newsletter for all members. In addition, a students' email newsletter is sent to all current Bar Course students from the beginning of October approximately every six weeks. If you want to receive these newsletters please ensure that we have your [correct email address on the web portal](#).

Information about Inn events for all members is also circulated via the members' newsletter and dates with booking information are also published on the 'What's On' page of [our website](#).

Disability Notification Form

If you have a disability and have not already informed us of it please email registry@lincolnsinn.org.uk to register it with us. The Inn can then make any necessary provisions for you when attending events etc.



The Inn's Facilities



Members' Common Room

The MCR provides a lovely setting to meet friends and enjoy a drink or a meal. Please see [our website](#) for further details and menus. Lincoln's Inn student members can also receive a **15% discount** on Mondays and Tuesdays after 4 pm, on proof of student membership.

Chapel

The Chapel welcomes members of all faiths. The Inn's Preacher, The Venerable Sheila Watson, is always happy to provide a listening ear and pastoral support to members. She can be contacted via at Sheila.Watson@lincolnsinn.org.uk. For information on services and other Chapel activities visit [our website](#).



Library

Our library is open to all members of the Inn. Please visit our [Library page](#) for further information and opening hours.



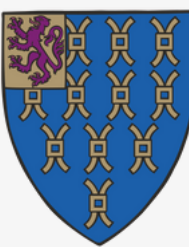
The Ashworth Centre

We usually hold the majority of our Qualifying Sessions and student events in this brand new conference suite.

Great Hall

Lunch is served in the Great Hall from Monday to Friday. Visit [our website](#) for timings and dress code. The menu is also available to download daily.





Qualifying Sessions

Students are required to complete ten qualifying sessions, during a period of no more than five years, ending on the date on which they are called to the Bar. This is laid down in the [Bar Standards Board Regulations](#) and the [Joint Inns' Education and Qualification Rules](#). If you commenced the course prior to July 2020, you are required to complete twelve qualifying sessions. Please visit our [transitional arrangements page](#) to find out further information on how these changes affect you.

Qualifying sessions form a vital part of a student's journey in training to become a barrister. They provide opportunities for professional and ethical development which complements and builds on a student's academic and vocational education and forms a bridge to the final component of Bar training, pupillage. Qualifying Sessions also offer opportunities for students to enhance their understanding of the role of barristers in the wider justice system and the rule of law.

Qualifying Session Themes

It is now a requirement that all students complete at least one session from each of these themes and within these two interactive qualifying sessions must be completed. For students who attended qualifying sessions prior to June 2020, there is no obligation to do so but we would strongly encourage you to attend as many types of sessions as possible, in particular the interactive sessions. Students must take part in all elements to be credited.

[Booking](#)

[Timings](#)

[Cancellation Policy](#)

[Dress Code](#)



Qualifying Session Themes

- Ethics, Standards and Values
- Advocacy Skills
- Legal Knowledge, Justice and the Rule of Law
- Equality, Diversity and Inclusion
- Preparation for Pupillage, Career Development and Wellbeing

Qualifying Sessions



When to attend your qualifying sessions

Please do not leave it too late to complete your qualifying sessions as this may affect the date on which you can be called to the Bar. There are four Legal Terms: Michaelmas, Hilary, Easter and Trinity. The Inn holds qualifying sessions during each Legal Term. The number of qualifying sessions in each term varies, with the Easter and Trinity terms having the fewest events. Do plan ahead and think carefully about which qualifying sessions you wish to attend so that you do not need to fit a large number in at the end of the academic year. **We strongly encourage students to complete their Qualifying Session requirements whilst studying the Bar Course as fewer opportunities will be available once you have finished your studies.** Please find information regarding the types and prices of qualifying sessions (including information on how to book) on [our website](#).

Legal Term

Michaelmas 2021
Hilary 2022
Easter 2022
Trinity 2022

Term Dates

21 September – 21 December
11 January – 13 April
13 April – 27 May
8 June – 29 July

Booking Opens

Monday 4 October
Monday 17 January
Monday 25 April
Monday 6 May

**Provisional dates and subject to minor changes.*

Where to attend your qualifying sessions

The Inn will be providing a mixture of hybrid and in-person qualifying sessions this year.

Furthermore, students studying at outside of London will be able to complete some of their qualifying sessions locally. These events are organised by the Inn.



Introductory Event

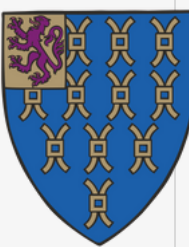


The Introductory event was held online in September. It allows students to find out more about what the Inn offers its student members in terms of qualifying sessions and other student activities, such as mooting, debating and competitions. It will also give you an opportunity to meet members of the Inn's Education team.

[Please view the introductory event here.](#)



Student Activities



Marshalling Scheme

Marshalling involves a student accompanying a judge at a particular court over a one to three day period. Our judicial members participating in the scheme do so voluntarily and warmly receive marshals. To apply please complete and submit the application form [on our website](#).

European Visits

The Inn organises three highly subsidised visits to the European and International Courts each year for groups of students and pupils, together with senior members of the Inn. The visits are usually held in the summer. To apply please [visit our website](#).

Debating and Mooting Clubs

All students are welcome to participate in these Clubs. Members of the club may be selected for the following competitions the Debating Shield Competition, Inter-Provider Mooting Competition and external competitions held at other institutions. To sign up to the mailing list [fill out this form](#).

Pupillage Application Advice

The Inn holds pupillage application advice evenings, offering advice and one-to-one application form review with a practising barrister. For more information [visit our website](#).

Student Competitions

The Inn runs five annual competitions for Lincoln's Inn student members. Participation in these competitions has proven fantastic experience for future barristers and excellent pupillage application material. For more further details please [visit our website](#).

Mentoring Scheme

This scheme is open to all Bar Course students. Students are matched with a practising barrister who will give advice on all aspects of a career at the Bar. To apply please complete and submit the application form [on our website](#).

Details of all the student activities the Inn provides will be available via the students' newsletter.

Support the Inn



Bar Course Student Representatives

The Inn very much relies upon the support of our Student Representatives at each of the Bar Course Providers, as they provide the link between the Inn and the student body. Further information on these roles and the application forms [can be found here](#).

Responsibilities include but are not limited to:

- Acting as a line of communication between the Inn and students regarding arrangements for qualifying sessions, mooting, debating and other activities.
- Reporting matters of concern affecting the students at their Bar Course Provider.
- Sitting on the Lincoln's Inn Students' Association (LISA) Committee and contributing to the meetings.

Debating And Mooting Secretaries

The Debating and Mooting Secretaries assist the Education Department with arrangements for the Club Workshops. The Secretaries must be students at London Bar Course Providers. Debating and Mooting activities at Providers outside London can be organised by the Student Representatives at their Bar Course Provider if there is demand for this and the Secretaries may be required to assist with this.

Two Secretaries will be appointed for each Club. The Secretaries are also expected to attend meetings of the Students' Association Committee (LISA). Further information on these roles and the application forms [can be found here](#).



Support the Inn



Lincoln's Inn Students' Association

All student members of the Inn are automatically members of this Association, unless they choose not to be (by informing the Education Department in writing). Further information on the Committee [can be found here](#).

The Association aims to:

- Represent and promote the views and interests of our student members.
- Encourage better links between the Inn's membership.
- Organise social activities for student members.
- Assist the Inn's provision of educational and social events for students members.

How to apply

Students interested in one or more of these positions should complete the relevant application form and send it to education@lincolnsinn.org.uk before **10 am on Wednesday 1 September 2021**. The term of office for all positions once elected is until Friday 29 July 2022. Students may apply for as many positions as they like. Student representatives may also be considered for the Committee positions.



[Application Forms](#)

[Student Representative and LISA Committee Application Form](#)

[Mooting Secretary Application Form](#)

[Debating Secretary Application Form](#)



Call

Call to the Bar will be available to those who have passed their Bar Course, completed their criminal records checks, and who have completed the required number of Qualifying Sessions Including themes and interactive sessions. Call Days take place once per term and slots are offered on a first come, first served basis. Details on when the Call Days are held are on our [website](#), and the opening of Registration of Interest for Call will be communicated in the Students' Newsletter. A Call Declaration must be completed prior to Call and posted to the Inn.

Due to the requirement to undergo criminal records checks ahead of Call, registration of interest may be required to be submitted up to nine months ahead of each Call Date. You are able to register interest in advance of receiving your Bar Course result, and also prior to completing your Qualifying Sessions. It is a students' responsibility to keep up to date with current Call deadlines, which are regularly updated on the Inn's [Call webpage](#). The Inn may not be able to accept requests for Call after certain deadlines have passed.

Further information on Criminal Records Checks, including costs, can be found on the Inn's [Call webpage](#).

[Call Dates and Deadlines](#)



[Call Dates](#)



[Eligibility](#)



[Registration](#)



Grants and Internships

In addition to the scholarships offered by the Inn to those undertaking the GDL and Bar Course, the Inn also offers grants for pupils on lower chambers awards. Internships at several European and International courts and institutions, accompanied by an award, are also available. There are also small bursaries for those who organise their own overseas pro bono placements and require some additional funding. Further details can be found on the International Scholarships [section of our website](#).



Pupillage

Applying for Pupillage

For information on the application process and timetable visit the [Pupillage Gateway](#). Before commencement of pupillage you must register your pupillage with the Bar Standards Board, who will inform the Inn.

Pupillage Application Advice Panel

The Inn is holding a Pupillage Advice Panel prior to the Pupillage Gateway deadline. The panel will discuss advice about applying for pupillage and ways of boosting your CV ahead of application. [Find more information here](#),

Pupillage Application Surgeries

Pupillage application review surgeries will be held in January. We will provide a matching service, pairing the student with a barrister. [Find more information here](#),

Mock Interviews

The Inn will hold a Mock Interview event after the close of the Pupillage Gateway. The scheme is open to student members who have secured a pupillage interview. [Find more information here](#),



Wellbeing Assistance Programme

The Wellbeing Assistance Programme is a joint initiative between the Inns, targeted at providing professional mental health and wellbeing support services to junior members of the Inns delivered by independent health and wellbeing provider [Health Assured](#).

In summary, the Programme provides:

- Telephone helplines offering practical information and emotional support.
- Medical information.
- Online health and wellbeing portal including wellbeing resources and a mobile app.
- Face to face counselling sessions.

Eligibility Criteria:

- Have completed the Bar Course within the last five years.
- Have not commenced pupillage.
- Reside permanently within England and Wales.
- Intend to apply for pupillage in England and Wales.

Students should seek the counselling and wellbeing services provided by their Bar Course Provider in the first instance but are able to contact the Education Department (education@lincolnsinn.org.uk) about this programme if they feel that they are unable to access these services.

Bar Course Provider Webpages

[BPP](#)

[Cardiff Law School](#)

[City Law School](#)

[Inns of Court College of Advocacy \(ICCA\)](#)

[University of Law](#)

[Manchester Metropolitan University](#)

[Nottingham Trent University](#)

[University of Northumbria](#)

[University of the West of England \(UWE\)](#)



The Inn's Policies

Data Protection

Lincoln's Inn regards the lawful and correct processing of personal and sensitive data as an integral part of its purpose. The Inn believes this is vital for maintaining the confidence of members, volunteers, employees and other stakeholders about whom we process data, and ourselves. The Inn's Data Protection Policy is available on [our website](#).

Accessibility

Many of the Inn's buildings, including the Great Hall, the Old Hall and the Chapel, have been adapted to accommodate step-free access, but it has not been possible to adapt all of the Inn's historic buildings. Up-to-date information and a map is available on [our website](#) but if you have any queries please contact the Inn's Reception or the Gatehouse.

Equality and Diversity

It is the policy of Lincoln's Inn not to discriminate in the exercise of its functions against any person on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation i.e. 'the protected characteristics'. This policy applies to the performance of the Inn's functions by their officers and their staff. The full policy can be found on [our website](#). Any complaint or criticism as a result of discrimination or bias for any reason should be referred to the Under Treasurer in writing.

Communication

Contact Us

Education Department
The Honourable Society of Lincoln's Inn
The Treasury Office,
London
WC2A 3TL

020 7405 1393

www.lincolnsinn.org.uk

Your contact details

Please ensure you keep your contact details up to date via the [web portal](#),

Your email address will be passed on to the Inn's Student Representatives at your Bar Course Provider and the Students' Association Committee so that they can keep you informed about student events and activities. If you do not want your email address passed on you must contact the Education Department via email before [Friday 8 October 2021](#).

Email

mail@lincolnsinn.org.uk (general enquiries)
education@lincolnsinn.org.uk (education enquiries)
booking@lincolnsinn.org.uk (booking enquiries)



The Inn has various social media channels, please click the icon to follow us for general news, events and information.

The Inn's Library also has a [Facebook page](#) and [Twitter page](#).